

<b>NEVADA DEPARTMENT OF CORRECTIONS</b>	<b>SERIES 300 PERSONNEL</b>	<b>SUPERSEDES: AR 300 (08/12/02)</b>
<b>ADMINISTRATIVE REGULATIONS MANUAL</b>	<b>ADMINISTRATIVE REGULATION 330 EMPLOYEE RESIGNATION AND REINSTATEMENT PROCEDURE</b>	<b>EFFECTIVE DATE: 09/06/03</b>

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### **PURPOSE**

To establish a standardized process for employee resignations and reinstatements.

### **AUTHORITY**

NRS 209.131  
NRS 284.330  
NRS 284.381  
NRS 284.155  
NAC 284.602, 284.386

## **RESPONSIBILITY**

The Director or designee is responsible to make the final decision as to whether or not to reinstate a former employee of the Department.

The supervisor is responsible to ensure a resigning employee returns all Departmental materials.

## **DEFINITIONS**

**APPOINTING AUTHORITY** – Individuals to whom the Director has delegated authority to recommend and implement personnel actions. Appointing authorities may include Assistant Directors, Medical Director, Wardens, and Correctional Programs Division Administrator.

**DEPARTMENT** – The Nevada Department of Corrections.

**DEPARTMENT PERSONNEL DIVISION** – The Personnel Division within the Nevada Department of Corrections.

**DIRECTOR** – The Director of the Nevada Department of Corrections.

**EMPLOYEE** – A person legally holding a position with the Department in the public service as defined in NRS 284.015.

**REAPPOINTMENT** – A non-competitive appointment of an employee to a class formerly held or comparable class.

**REHIRE** – A competitive or non-competitive appointment to a vacant position following any separation from the Department, regardless of length or subsequent employers.

**REINSTATEMENT** – A non-competitive appointment of a former permanent employee to a class formerly held or to a comparable class. This right is available for two years after separation from State service.

**STATE DEPARTMENT OF PERSONNEL** – The Nevada State Department of Personnel.

**SUPERVISOR** – An employee of the Department that provides supervision and has first line supervisory authority, and are responsible for the performance and evaluation of subordinate employees. These employees are within the direct chain of supervision, scope and authority.

**WORKDAY** – The period of work for which an employee is scheduled.

## **APPLICABILITY**

This regulation applies to all classified employees of the Department.

## **PROCEDURES**

### **330.01 RESIGNATIONS**

1.1 An employee who desires to resign must submit their resignation on the form provided by the employer DOC-1035.

1.1.1 This form contains a statement of the employees right to revoke their resignation within three (3) working days.

1.1.2 Once an employee's written resignation is accepted by the Appointing Authority, the employee may not revoke the resignation, regardless of the effective date, if three or more working days have elapsed since its acceptance unless the appointing authority approves the revocation.

1.2 The employee must attempt to submit his written resignation at least two weeks prior to the effective date.

- Failure to do so may result in a No-Rehire status with the Department.

1.3 Upon submission of a resignation, the supervisor shall sign and record the date and time of acceptance of the resignation.

- The employee must also sign and date the resignation.

1.4 The completed resignation form must be forwarded to the Department's Personnel Division within seventy-two hours of acceptance.

1.5 The employee shall report to the Department's Personnel Division who shall verify and complete the final paperwork.

1.5.1 The employee's staff I.D. card shall be turned in.

1.5.2 The Department's Personnel Division staff shall request completion of an Exit Interview Form DOC-1019.

1.5.3 Exit Interview statistics shall be maintained by the Department Personnel Division.

1.6 A Rehire/Reinstatement Recommendation Form DOC-1013 shall be completed by a supervisor or appointing authority on all terminating employees.

1.6.1 The reason for the recommendation must be reflected in the Department Personnel File.

1.6.2 This report shall be maintained in the Department Personnel Division.

1.6.3 A copy shall be sent to the employee.

1.7 Resignations during an on-going internal investigation will be a No-Rehire.

### **330.02 REINSTATEMENT/REHIRE**

1.1 An Appointing Authority may reinstate an employee within a 2-year period following termination of employment.

1.2 An Appointing Authority may rehire an employee who was previously employed.

1.3 The Appointing Authority may only rehire or reinstate utilizing the Request for Rehire/Reinstatement Form DOC-1025.

1.3.1 The Appointing Authorities are responsible for making recommendations to the Director or designee as to whether or not to reinstate a former employee of the Department.

1.3.2 The Appointing Authority is to contact the Personnel Office to perform a personnel file review, prior to making the recommendation.

1.3.3 The Director or designee must authorize final approval prior to proceeding with a rehire or reinstatement.

1.4 Only employees who left the Department in good standing and without prejudice will be considered for reinstatement or rehire.

1.5 When filing for rehire/reinstatement, an applicant must contact the Department Personnel Division to obtain the appropriate Form DOC-1025.

1.5.1 The applicant must include a recent copy of an application along with a letter

Stating why they resigned, and why they want to be rehired.

1.5.2 These documents shall be forwarded to the Appointing Authority where they wish to be rehired.

1.6 After final approval, the applicant must complete a background check (NCIC), and a drug test if employed in a class with such a requirement. **(3-4059 and 3-4061)**

1.7 A reinstatement is not considered a competitive appointment and can be made without regard to a certified list.

1.8 A rehire may be a competitive appointment and would require placement on a certified list as specified by the State Department of Personnel.

1.9 All employees who are rehired or reinstated must serve a new probationary period.

## REFERENCES

ACA 3-4048, 3-4059, and 3-4061

## ATTACHMENTS

Request for Rehire/Reinstatement Form, DOC-1025  
Resignation Form, DOC-1035  
Rehire/Reinstatement Recommendation Form, DOC-1013  
Exit Interview Form, DOC-1019

\_\_\_\_\_  
Jackie Crawford, Director

\_\_\_\_\_  
Date

**CONFIDENTIAL**

      
Yes

XX  
No

**THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.**